



DEPARTMENT OF THE ARMY

HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
FORT POLK, LOUISIANA 71459

Reply to
Attention of

AFZX-CP (100)

10 January 2001

MEMORANDUM FOR CHIEFS OF GENERAL AND SPECIAL STAFF OFFICES/DIRECTORS

SUBJECT: Position Management

1. The purpose of this memorandum is to establish guidance for position/organization structure changes and submission and acceptance of requests for civilian personnel actions, e.g., position reviews or re-audits.
2. Due to (a) the impending Commercial Activities (CA) review of all positions in the Garrison; (b) the need to balance economy and efficiency; and (c) the need to stabilize the workforce pending the implementation of our Most Efficient Organization (MEO) and Residual Efficient Organization (REO), it is necessary to restrict changes to position and organizational structures within the Garrison.
3. Effective immediately, the Position Management Group (PMG) will monitor, manage and dispose of all position management requests for TDA, position, job description, functional and organizational structure changes within the Garrison. The PMG will be comprised of the Deputy Garrison Commander, Chairperson; Director, Resource Management; Director, Civilian Personnel Advisory Center; and Chief, DRM Force Development Division. Consequently, the following procedures will apply:
 - a. A written request for a position management change must be submitted to the PMG, ATTN: Deputy Garrison Commander via E-mail. The request must:
 - (1) Identify the action requested, e.g., TDA, position, job description, functional or organizational structure change.
 - (2) Be accompanied by a justification for the action. The justification must (a) indicate the basis for the request, (b) be accompanied by supporting documentation e.g., higher headquarters directive, third party decision etc, (c) provide an explanation of the impact of failing to take immediate action, (d) provide an assessment of whether the requested change will be in the organization's MEO/REO, and (e) furnish an explanation of the intended out come of the requested action, e.g., reduced staffing, reduced costs, upgrade etc.

AFZX-CP

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b. The PMG will meet on Monday of each week at 1030, in the Red Owens Conference Room, Building 413 to dispose of requests received. In the event the PMG is not able to meet on the scheduled date another date will be scheduled as determined by the Chairperson.

c. As a general rule, realignments to the TDA, position, job descriptions, functional assignments, and organizational structures will be limited to actions:

(1) Directed by higher headquarters (FORSCOM, DA, DOD) or other agencies such as OPM, OMB, etc.

(2) Caused by changes in mission.

(3) Caused by changes in workload.

(4) Caused by technological changes.

(5) Resulting from a formal study.

d. Individual requests for re-audits of a position will also be governed by the procedures set forth herein. Absent the conditions set forth above, it is expected that approvals will be limited to those directed by a third party. In this regard, while the intent is to minimize the number of requests for re-audits, it is also expected that managers will maximize the use of the available tools to avoid missassignments.

4. This guidance replaces AFZX-CP memorandum dated 12 December 2000, subject: Position Management Policy, and will remain in effect until rescinded.

//ORIGINAL SIGNED//

THOMAS E. SITTNICK
Colonel, Infantry
Garrison Commander